



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitations open to: Afghan Nationals Only
Position Title: Human Resources Specialist
Type of vacancy: Multiple
Opening date: July 03, 2017
Closing date: July 16, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-11
Vacancy announcement #: USAID/306/17/38/OM

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Human Resources Specialist** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent is the technical expert of the Human Resources (HR) Division and works under the general supervision of the Executive Officer (EXO) who oversees HR. The position serves as the HR Specialist on all phases of Cooperating Country National/Local Employed (CCN/LE), United States (US) and Third Country National (TCN) Personal Service Contracts (PSC) recruitment and contracting management for USAID/Afghanistan which comprises 275 CCNPSC, 43 TCNPSC and 80 United States Direct Hire (USDH) positions. Duties include but are not limited to: recruitment and contracting of local and international staff, salary negotiation, processing Global Acquisition and Assistance System (GLAAS) actions, preparation of all types of contracts, contract modifications, and personnel actions, evaluation and classification of offshore U.S. and TCN positions for the EXO's approval, HR records and database management, orientation and personnel processing of incoming and outgoing employees, and the preparation of various periodic and non-recurring reports. The incumbent serves as the subject matter expert to the EXO and, as such, is an expert on HR management activities. His/her advice is considered authoritative and often relied upon by the EXO as the basis for decision-making. The incumbent's judgment and input are relied upon for Mission reporting and policy decisions.

MAJOR DUTIES AND RESPONSIBILITIES:

HR Office Management, Policy Analysis and Advisory Services

- Supervises three HR team leads, manages the section's workflow and workload allocation, conducts the performance evaluation process by setting work and development plan, monitors output, conducts period performance discussion and provides feedback. As necessary and in coordination with EXO conducts performance counseling and remedial actions. Provides weekly overview of tasks to be performed, which involves setting priorities and receive information on ongoing tasks, thus reaching final decisions on further actions to be taken. Prepares training plan for the section staff and conducts on-the-job training to enable them to perform their duties, and cross-train each other so they can perform duties interchangeably.
- Works as an expert and technical advisor for recognized core HR functions (e.g., position

classification, staffing, compensation, employee performance management, employee benefits, employee development, information systems, employee and Labor Relations- within a decentralized environment to perform a key role in rendering expert advisory service and authoritative policy interpretations on highly complex, new HR systems implementation.

- Stays abreast of current HR departmental regulations, policies, directives, the country's labor standards and law; update EXO for HR services of any changes, proposes and initiate required changes. Evaluates the extent and magnitude of the effect of the updated/changes policies or procedures and facilitate the necessary measures to institute understanding of application and procedure by the Agency's personnel.
- Maintains liaison with Washington/USAID or regional support missions on matters relating to employee relations, labor relations, staffing, position classification, pay, benefits, employee training, and technical processing of personnel actions and related items. Serves as employee counselor for various CCNPSC employees regarding Staff substantive HR issues which may include entitlement, health, pay and benefits, leave insurance, promotions, assignments, retirement, evaluation reports, working conditions etc. This includes making suggestions, and explaining regulations and guideline applicability.

Recruitment Process and Contracting:

Recommends innovative methods and strategies to resolve problems of job turnover, downsizing, and reinvention initiatives while ensuring the correctness and propriety of actions taken. Leads on HR recruitment strategies, sources and special programs, assists sections in the development of criteria to determine knowledge, skills, abilities and other characteristics necessary for the recruitment and placement of well qualified candidates in internal or external competitive staffing actions. Provides advice to managers on future staffing strategies, complex placement issues including reduction-in-force and transfer of function. Recommends innovative methods and strategies to resolve problems of job turnover, downsizing, and reinvention initiatives while ensuring the correctness and propriety of actions taken.

US/TCNPSC employees: Leads the recruitment process for non-direct-hire local and international employees, with responsibility of preparing job advertisements and announcements for posting in-house, local market and international announcements. Reviews for completeness, presence of necessary technical information, evaluation criteria, and appropriateness as a PSC, conferring with the originator to answer any question regarding requirements. Based upon an informed knowledge of various markets, recommends to EXO probable sources, advertising requirements and any other conditions that may apply. Receives all applications for USAID/Afghanistan, screens applications or supervises the process of assessing applications against job descriptions requirements; discussing possible tradeoffs with selecting official offices when none of the candidates has exactly the qualifications sought; proceeding with first screening/selection of candidates based upon minimum qualifications set forth by the requesting Office. Coordinates skill tests explaining test conditions so that candidates, supervisors, and selection committees understand results; prepares recruitment correspondence, including notifications of non-selection and job offer letters. Ensures technical evaluation committee formations and serves as the HR representative as required; prepares offer letter and Memorandum of Negotiation, and ensures that all appropriate contract documentation is completed and filed in the individual contract files. Since Mission operates on a re-delegated contracting authority, ensures proper compliance not to exceed Mission Director or Contracting Officer's (EXO) contracting authority, and reports awards to USAID/Washington/OAA. Initiates GLAAS actions, health and security clearance, and Electronic Country Clearances (eCC) process for employees in collaboration with the hiring offices, Embassy Regional Security Office, USAID/SEC and other Posts Regional Security Offices. Proactively establish communication with the newly recruited employees to status update and collaborate with the service providing offices to ensure facilitation of the recruitment process.

CCNPSC Employees: Continuously oversees, guides and mentors HR Assistant team leads on recruitment practices, quality and standard of screening of applications, ensure the section's compliance in the maintenance of accurate applicants list and related information in recruitment

procurement files, timely referral of all qualified applicants to the hiring supervisor(s) for selection of candidates for further interviewing and/or testing. Supervises and assists as necessary the preparation of PSC contracts and procurement process in the HR section which is performed by other designated HR Assistants. Negotiates all local hire USPSC and CCNPSC contracts, and shares negotiation responsibilities for CCN contract negotiations, in accordance with guidance provided by supervisor, appropriate USAID regulations and/or Mission compensation plan. This involves detailed discussions with selected candidates regarding their salary history as opposed to the compensation package offered at USAID. Requests proof of salary history in the form of previous salary statements and/or tax statements and checks those in detail to verify accuracy. After discussions with candidate, presents all the information, and makes recommendations to the EXO for final approval in all the stages of the recruitment process. Ensures and participates on tests administered by HR such as computer proficiency, writing and language skills. Ensures that other types of tests administered by the hiring sections are conducted fairly and equitably. Observes selection panel, ensuring that HR policies and procedures are adhered to and records deliberation and outcome for official recruitment file. Provide serviced sections with insight in establishing organizational structures that are efficient, cost effective, appropriately graded, and facilitate career development.

Performance Management & Talent Management:

- Guides HR Assistant Team Leads in the performance management process. This work includes providing substantive technical advice to employees and supervisors to develop clear work goals and objectives against which employees are to be evaluated; following up performance evaluation reminders are sent out; reviewing completed evaluations for completeness and internal consistency; and providing counseling to employees and supervisors on work performance and conduct challenges.
- Serves as advisor to local employees on matters relating to career development or promotion. Provides information to locally-hired staff and their supervisors on issues such as work conditions, leave policies, compensation, resignations, etc, and referring particularly complex, sensitive or precedent-setting issues to supervisor.
- Takes the lead in organizing the Mission's annual training and keeps the EXO informed. Develops and implements the Mission's Annual Training Plan. Serves as a member of the Mission's Training Committee and has primary responsibility for providing technical guidance on policies and procedures, and for ensuring equitable distribution of training opportunities consistent with Agency training requirements. Serves as the training coordinator for USAID University (LMS system), works closely with Washington HR/TE for LMS Access and provides guidance to mission staff regarding required and pre-requisite courses. Prepares, reviews and updates the Training Mission Order as necessary. Prepares a de-brief report to facilitate the Management's decision making process on future training objectives and goals. Plan and conducts a variety of HR focused trainings (Performance management, performance versus conduct, customer service, awards etc) periodically and as desired by the office. Manages awards program for USAID, advises Mission management on awards requirements and procedures, ensures award nominations are processed in a timely manner and in compliance with regulations. Provides technical advice to Mission Management and supervisory personnel to facilitate the preparation and processing of Award Nomination. Leads communications with Washington and Post Award's committees on award's programs.

Position Evaluation and Classification

- The incumbent is primarily responsible for the assuring the proper documentation is compiled for evaluation and classification of all CCNPSC positions by the regional support unit. The incumbent assures that offshore US/TCN PSC positions are classified appropriately as outlined in U.S federal government guidelines. Also responsible to contribute to Mission workforce planning in support of the EXO. Assists section supervisors write or review position descriptions and make sure that they are accurate and up-to-date; review position classification requests submitted to the EXO by various offices, and make recommendations on course of action to be taken, as necessary conduct desk-audit. Prepares and conducts discussions/interviews with supervisors and employees to

gain an in-depth understanding of the job to support classification by regional office. Discusses classification decisions both formally and informally with supervisors and employee(s), coordinate all aspects of classification appeals process. Manage maintenance of position descriptions for all positions. Annually, initiate position description process in collaboration with various sections. This task is both highly sensitive and entails a great deal of professional judgment by the incumbent. Negative decisions following recommendations by the incumbent must not only be well grounded but also explained to the originating offices and concerned individuals with tact and diplomacy, in order to avoid morale repercussion.

- For US/TCNPSC positions, the incumbent conducts position market value analysis and make the appropriate market value grade recommendation based on OPM guidance. Determine official title of the position to be used in accordance with the pertinent regulations. The final approval authority of position classification rests with the EXO, Supervisory EXO or USAID/Washington HR.
- When classifying offshore positions, makes fine distinctions in the proper crediting of factor levels and ultimate allocation of grade levels to positions; communicate grade distinctions to management with supporting criteria and justification; provide recommendations to management on organizational design with emphasis on career development principles and practices; and relate position classification to the management process and other HR programs. Ensures, maintains and safeguards, completes classification documents as per the Agency's and Departmental standard for all positions within the agency.

Local Employee Pay and Benefit Management

In conjunction with other members of the HR Division, the incumbent serves as a resource person responsible for providing leadership, advice and technical guidance on all matters related to local employees and local practices. Specific responsibilities include: local compensation plan, payroll, wages and compensation and benefits, health and life insurance, leave policy, and retirement and severance pay entitlements. Advises and counsels employees on the full range of personnel and management matters such as performance evaluation, employee relations, salary increases, position descriptions and evaluations, training, incentive awards program, environmental and working conditions, Reduction-in-Force (RIF), separation, ethics and conduct, disciplinary actions and grievance procedures, and other HR management issues.

HR Administrative Management

HR Orientation and Cables: Monitors in/out processing of USDH, USPSC and CCN/LE staff. Corresponds with newly assigned USDH personnel and AID/Washington to manage and coordinate assignment preparation, provide welcome information and fund citations. Prepares all welcome, arrival and departure cables, home leave cables, shorten and/or extend tours of duty. Provides orientation to new employees.

Maintenance of Position control records & personnel files: Oversees and ensures the maintenance of personnel files for USDH, CCN staff, US/TCNPSCs, manage positions by adding or deleting from Post Personnel WebPASS and other HR position management databases. Ensure Staff Official Personnel Files/ Electronic Personnel Files (OPFs/EPFs) are maintained in accordance with the USAID record keeping standard and conduct random spot check.

REQUIRED QUALIFICATIONS:

Education: A Bachelor's degree in management, human resources management, business administration, public administration or related social science field. (Education requirement must be met at the time of application for the subject position).

Experience: A minimum of five (5) years of progressively responsible work experience in human resources/personnel management involving performance management, supervision, policy advice and development, career development, recruitment and selection, HR contract administration in USAID or a reputable non-governmental organization.
(Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking reading of Dari or Pashto languages. (English language ability will be tested)

Job Knowledge: A thorough knowledge of the human resources management function, local labor law and prevailing employment practices, standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement.

Skills and Abilities: Excellent organizational skills, tactful, personable, compassion and understanding with an interest in serving people to maintain smooth and effective working relationships with all Mission personnel at all levels. Good interviewing and analytical skills to make objective decisions and present them concisely. Ability to apply and interpret regulations to current situations is required. Incumbent must have competency in using MS Office suite, Visio, and other MS Office based applications relevant to the performance of the work.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Human Resources Specialist (OM 1738)**.

ANY/ALL application submissions after the closing date of July 16, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND ALL GENDERS ARE URGED TO APPLY**